

October 19, 2022

REGULAR MEETING

The regular monthly meeting of the Martinsburg Town Board was held on Wednesday, October 19, 2022 at the Municipal Offices on Cemetery Road and called to order at 7:00 PM. Present were: Supervisor Terrence Thisse; Councilmen Brad Allen, Janusz Karelus, Michael McGrath and Darren Jantzi; Highway Superintendent Tyler Jones; Town Clerk Mary Kelley; Tax Collector Deanna Doviak; Matt Cooper, Barton & Loguidice; Gordon Yancey; Beth Steria, CTHC Circuit Rider.

MINUTES

The minutes of the last meeting were emailed to the board members prior to the meeting. Councilman Karelus made a motion, seconded by Councilman Jantzi to approve the minutes as amended. All were in favor. Motion carried.

BILLS – Abstract 10-2022

General:	Voucher #225-247	\$ 8,102.07
Highway:	Voucher #178-196	\$122,738.99
Glenfield Water:	Voucher #57-60	\$ 4,608.37
Glenfield Sewer:	Voucher #48-53	\$ 2,136.72
Martinsburg Water #1:	Voucher #51-55	\$ 863.45
Street Lighting:	Voucher #11-12	\$ 563.86
Whitaker Park:	Voucher #50-65	\$ 2,808.01

After discussing the bills, Councilman McGrath made a motion, seconded by Councilman Karelus, to approve payment of the bills as presented. All were in favor. Motion carried.

PRIVILEGE OF THE FLOOR – no comments.

TOWN CLERK REPORT

The Town Clerk report for September was presented. Councilman Karelus made a motion, seconded by Councilman McGrath to accept the report as presented. Total State and Local revenues totaled \$9,836.06. All were in favor. Motion carried.

COOPERATIVE TUG HILL COMMISSION

Ms. Steria reported on the following:

- Clean energy training
- Façade grant program ends November 4
- State Archive webinar
- Accounting workshop
- Webinar on funding for infrastructure
- Tug Hill Commission dinner

COUNTY LEGISLATOR REPORT

Legislator Leviker sent an email with updates from the County.

- All the checks from the county Excess Motor Fuel Sales Tax were distributed and Martinsburg's share is \$34,595.00
- Tentative 2023 County budget looks to have no tax rate increase
- Amended junkyard, clutter, debris law
- He shared the concerns about the potholes within the roadway in Glenfield with the County highway superintendent and he was going to visually inspect and fill as needed
- The county highway had a firm "Clean & TV" the closed drainage system in Glenfield from the old school down past Central Hotel, they cleaned the drainage system and GPS the pipe runs. This will allow for the data to be

comprised so the pipes can be replaced, lined, catch basins rebuilt and allow for the profile of the roadway to be corrected and paved in the future. This data will allow for a design to be completed, followed by the drainage work, then followed by the roadway to be completed. Each segment will take a year due to the funding, design, bid and construction.

- More data has been shared regarding funding for Martinsburg Fire Department's request for help funding for a new UTV. The accident info for the last 5 years, along with the itemized call list were sent to the County/EMS as a topic to be discussed at the EMS Committee meeting

HIGHWAY – nothing to report.

Spectrum hot spots were discussed.

#### LED STREET LIGHTING

Still waiting for three lights to be installed. Discussed maintenance contract with New York Power Authority and the cost of up to \$3000 per year. It was questioned why we needed a maintenance contract.

7:25 PM - Kyle Smithling, Robert Jones and John Schwartzentruber arrived to discuss the Martinsburg Fire Contract for 2023. They are looking for a 3 – 4 % increase in funding. Supervisor Thisse stated that he will be setting up a capital reserve fund for fire contracts for another year. Discussion was held on the purchase of a new side x side for the department. A private investor has indicated they would match up to \$10,000. They are also looking for and holding fund raisers for a new building.

#### GLENFIELD SEWER AND WATER PROJECT UPDATES

Mr. Cooper was present to give updates on the projects.

- Sewer - Design for UV disinfection was submitted to DEC in April and no response yet; need to amend engineering agreement; CDBG application has been deemed incomplete with no reasonable explanation.
- Water – Need an engineering agreement amendment; treatment plant design by December 2022; DOH approval by January 2023; Out to Bid – February 2023; Construction start April 2023 and completion by November 2023.

Councilman Allen made a motion, seconded by Councilman Jantzi authorizing Supervisor Thisse to sign amendment #1 to the original Owner-Engineer Agreement dated January 20, 2021 for Glenfield Sewer District. The amendments are for 1) Additional services to be performed by Engineer and 2) Modifications of payment to Engineer. Adjustments to services and fees to include the completion of SEQR. There is no net change in original dollar agreement amount of \$230,000. Roll call vote:

Supervisor Thisse – aye

Councilman Allen – aye

Councilman Karelus – aye

Councilman Jantzi – aye

Councilman McGrath – aye            Motion carried.

Councilman McGrath made a motion, seconded by Councilman Allen authorizing Supervisor Thisse to sign amendment #4 to the original Owner-Engineer Agreement dated January 23, 2019 for Glenfield Water Distribution system improvements. The amendments are for 1) Additional services to be performed by engineer and 2) Modifications of payment to Engineer. This amendment will add \$2,341 to the fee limit for Subcontract Administration services to reflect additional anticipated cost of services for the project and deduct \$2,341 from the fee limit for ROW Assistance to reflect anticipated cost of services to be performed. There is no net change to the total Agreement amount. Roll call vote:

Supervisor Thisse – aye

Councilman Allen – aye

Councilman Karelus – aye

Councilman Jantzi – aye

Councilman McGrath – aye

Motion carried.

7:45 PM – Chris Hanno and Mike Hanno arrived to discuss Glenfield Fire Department fire contract for 2023. They submitted profit and loss statements for the department. They are asking for a 3% increase in funding.

#### ZONING BOARD OF APPEALS

The board accepted a letter of resignation from Sam Kriwox, effective 10/19/2022, from the Zoning Board of Appeals. Councilman Karelus made a motion, seconded by Councilman Allen to appoint Rosemary Rook to fill the vacancy and finish his term which expires December 31, 2023. All were in favor. Motion carried.

Discussion was held on reappointment of Assessor Robert Ball. This matter was tabled until a Special Meeting which will be held October 25, 2022 at 5:30 PM.

#### UTILITY BILLING SOFTWARE

The clerk was notified that maintenance for her current utility billing software with Business Automation Services will not be available in the near future. Edmunds Gov Tech has offered another option. Councilman Allen made a motion, seconded by Councilman Jantzi to sign an agreement with Edmunds for implementation of moving BAS utility billing to MCSJ utility billing: Professional services – one time fee of \$3,200.00; Conversion services -one time fee of \$1,500; software services subscription - \$3,300.00 for a one year investment of \$8,000.00; Software services subscription 3 year fee of \$3,300.00. All costs will be divided between Martinsburg Water #1 fund, Glenfield Water fund and Glenfield Sewer fund. All were in favor. Motion carried.

#### JOULE COMMUNITY POWER

Councilman McGrath made a motion, seconded by Councilman Karelus authorizing Supervisor Thisse sign an agreement with Joules Assets, Inc. As CCA (Community Choice Aggregation) administrator, Joule Community Power works at no cost to municipalities to help design and implement a community choice program; draft, review and manage bids and contracts; educate residents and small businesses on program benefits and choices; interface with the utility, regulators, energy suppliers and developers. They take control of local energy decision making, support local renewable energy, protect consumers through expert contract negotiations and access new money for municipal sustainability goals. All were in favor. Motion carried.

#### OLD TOWN HALL

The phone system at the old town hall is very expensive for just one phone line with frontier. Councilman McGrath made a motion, seconded by Councilman Jantzi to accept a proposal from Chimera, for \$1500, to integrate the phone system at the old town hall with the new system at the municipal offices. All were in favor. Motion carried.

Bette Lathan put in a request for funding to repair the church steeple at the West Martinsburg Church. The board said no, it is a private building and not owned by the town.

Councilman Jantzi made a motion, seconded by Councilman Karelus to go into executive session at 8:30 PM to discuss litigation. All were in favor. Motion carried.

Councilman McGrath made a motion, seconded by Councilman Jantzi to leave executive session at 8:36 PM and return to regular meeting. All were in favor. Motion carried.

The board worked on the budget. A Special Meeting to work on the budget will be October 24, 2022 at 5:30 PM.

The Public Hearing for the 2023 Preliminary Budget, followed by a Special Meeting, will be on November 9, 2022 at 5:30 PM.

Councilman Jantzi made a motion, seconded by Councilman Karelus to adjourn at 9:25 PM. All were in favor. Motion carried.

Respectfully submitted,

Mary Kelley, Town Clerk